

Manager, Presentation Design

Position title: Manager, Presentation Design

Reports to: Internal Communications Officer

Position Summary:

AHLA's Marketing & Communications department tells the story of our association, our members, and the hotel industry. Within this department is an internal communications team responsible for working cross-departmentally to gather all the latest AHLA information for the Marcomms department. The Manager, Presentation Design will design presentation slideshows for AHLA executives and graphics for the entire Marcomm team.

Responsibilities:

- Design, maintain, and distribute presentation slideshows (with Microsoft PowerPoint) for AHLA executives
- Design graphical elements for slideshows and for use on social media, videos, and marketing materials
- Draft one-pagers and talking points to AHLA executives ahead of conferences and presentations
- Assist Internal Communications Officer in gathering, distributing, and filing talking points for Marcomm requests
- Coordinate with Internal Communications Officer and Director, Executive Communications on all messaging
- File all deliverables in project management system
- Other duties and responsibilities as assigned

Education and Experience:

- Bachelor's Degree
- At least three years experience in slide and graphic design. Previous work on executive presentations preferred.

Skills and Attributes:

- Excellent oral and written communication skills; willingness to be coached
- Excellent copy editing and proofreading skills
- Meticulous attention to detail
- Fluent in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Expert knowledge in PowerPoint
- A creative eye for slide design
- Exceptional organizational and time management skills with the ability to multi-task and prioritize work assignments

- Team player with a high level of professionalism, self-motivation, ability to learn quickly, and a positive attitude
- Ability to work both independently and collaboratively across the department and organization

Other:

- Position based in the Washington DC area
- Hybrid position 3 days in office. (Mon-Wed or Tue-Thurs.)

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE